RUTGERS POLICY

Section: 60.9.19

Section Title: Legacy UMDNJ policies associated with Human Resources

Policy Name: Vacating Premises

Formerly Book: 30-01-50-45:00

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

Originally Issued: 7/1/1990


Errors or changes? Contact: policies@hr.rutgers.edu

1. Policy Statement
   The policy covers Rutgers University employees who are employed within legacy UMDNJ positions.

2. Reason for the Policy
   To set policy regarding the vacating of University premises by legacy UMDNJ staff only (non-faculty).

3. Who Should Read This Policy
   All Rutgers employees who are employed in legacy UMDNJ positions.

4. Related Documents
   N/A

5. Contacts
   University Human Resources: 848-932-3020

6. The Policy

60.9.19 VACATING PREMISES

   1. Staff members are required to leave University premises (owned or leased) promptly at the completion of their regular work hours or assigned University duties unless directed by a supervisor to do otherwise. This is necessary to ensure compliance with the Fair Labor Standards Act (F.L.S.A.) for non-exempt staff, and to avoid the disruption of work of other staff members and faculty, or activities of the University.

   2. If staff members visit University premises during off-duty hours, such visits must be related to University business.

   3. Failure to comply with this policy shall result in disciplinary action, up to and including termination.